



JOB TITLE: Accounts Payable Specialist
REPORTS TO: Accounting Team Leader

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

Do you want to be a part of the financial heartbeat of our organization? If so, we could take your talents to a whole new level! Pepsi-Cola Bottling Company of Central Virginia is kicking off our search for an experienced Accounts Payable Specialist to join our team of highly skilled and dedicated accounting professionals!

JOB SUMMARY:

The Accounts Payable Specialist manages receiving, approving, data entry and paying of all invoices created on behalf of Pepsi-Cola Bottling Company of Central Virginia. This position works with budget managers to ensure that all invoices are processed in a timely manner and are coded to the proper budget line item.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES:

- Manage the accounts payable process using accounting software, including assembling documents, verification of expense, distribution to budget managers, data entry, check/ACH processing, and mailing or in preparing ACH file
- Complete purchased product vendor payments processing including receiving, verifying and reconciling invoices
- Ensure credits memos are applied when available and payment discounts are utilized when possible
- Process employee expense reports and requests for advances
- Review invoices for appropriate and consistent coding from budget manager
- Research information to provide accurate and timely solutions to internal colleagues and vendors across multiple locations
- Determine use tax applicability and prepare journal entry to accrue
- Ensure bills are paid timely and accurately while adhering to departmental policies
- Verify invoice discrepancies and resolve billing issues
- Reconcile processed work by verifying entries and comparing system reports to balances
- Process monthly Full-Service check run for vendor commissions
- Issue stop payments for voided payments
- Communicate and maintain relationship with vendors and contacts at all our locations
- Maintain accounts payable files in an organized and complete system
- Complete month end closing reporting in a timely manner including accounts payable subledger reconciliation
- Monitor account balances, track expenses, prepare analyses of accounts as assigned
- Follow up on long outstanding accounts payable checks and determine if they need to be included with Unclaimed Property
- Maintain W-9s for all non-corporate vendors
- Work with auditors as needed during year-end audit
- Maintain appropriate record retention for accounts payable records, both paper and electronic
- Prepare Form 1099s for appropriate vendors on an annual basis
- Maintain postage meter ensuring appropriate level of prepaid postage and proper maintenance.
- Serve as back up service of daily in-coming mail distribution

- Continuously review procedures to ensure that they are kept up to date and are as efficient as possible
- Assist with or complete other tasks and special projects as assigned

ESSENTIAL QUALIFICATIONS AND SKILLS:

- Minimum AAS, Accounting or related field preferred
- Minimum of three (3) years of experience having accounts payable processing as a primary responsibility.
- Basic understanding of principals of finance, accounting, and bookkeeping
- Sage 100 (preferred), Proficient in Office 365 including Excel and Word, data entry
- Proven ability to well independently as well as part of a team
- Excellent written and oral communications and interpersonal skills for dealing with all levels of the organization
- High ethics, integrity, and ability to maintain confidentiality of information both internally and externally.
- Highly organized and detail oriented
- Ability to identify issues and proactively create solutions
- Proven ability to consistently meet deadlines

Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.